

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

NGB-ARZ-T

8 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 AGR Tour Announcement # 04-21

1. Reference memorandum, NGB-ARZ-T, dated 21 January 2004, Title 10 Active Guard Reserve (AGR) Application Requirements and Procedures.
2. The Army National Guard is seeking applications from highly qualified Commissioned Officers to serve in the Title 10 AGR program in Functional Area 45, Comptroller. The vacancies are located primarily at the Army National Guard Readiness Center, 111 S. George Mason Dr., Arlington, VA 22204.
3. Officers selected will serve under the authority of Title 10 USC, Section 12301(d).
4. Brief description of duties: Develop and prepare the program and budget. Provide recommendations related to resources to leaders and managers to assist in mission accomplishment. Monitor execution of the program and budget at all echelons of resource management. Develop performance factors, analyzing capabilities based on available funds and recommend appropriate funding to implement approved programs. Exercise supervision and control of accounting and financial services. Perform cost and economic analysis. Evaluate organizational structure and functional responsibilities, as well as conduct work analyses and studies of organizational problems. Provide for manpower management and documentation of civilian workforce and military TDA structure. Coordinate review and analysis presentations and make recommendations. Administer internal controls. Examples of assignment opportunities are: Management Analyst/Officer, Program Manager, Program Analyst/Officer and Budget Analyst/Officer.
5. Prerequisites:
  - a. Grade CPT (O3) or MAJ (O4).
  - b. Civilian Education: Baccalaureate Degree.
  - c. Military Education: Captains must have completed the Officer Advanced Course. Majors must have completed CAS3, however, for majors with three-plus years time in grade completion of a minimum of 50% CGSC is required.

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d. Additional requirements: demonstrated military and/or civilian equivalent experience in financial planning, programming, budgeting, and execution.

e. Verification of a valid, minimum SECRET security clearance is required; in some instances a TOP SECRET clearance may be required.

f. For AG, Finance, and specialty branch officers: former staff assignments and supervisory experience is required; command experience is preferred. For all other branches, both staff and command time is required.

6. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

7. Application packets received that are not complete, assembled correctly, or qualified to apply IAW the Title 10 Active Guard Reserve (AGR) Application Requirements and Procedures, (referenced memorandum, paragraph one), in addition to each job announcement, *will be returned without action*. We therefore encourage you to go directly to the link above prior to proceeding further.

8. This announcement will remain open throughout FY04. Positions will be filled as qualified applications are received.

9. Point of contact is the Staff Management Office, NGB-ARZ-T, SFC Nathaniel Ross, at DSN 327-1345, 703-607-1345, or Email: [Nathaniel.Ross@ngb.army.mil](mailto:Nathaniel.Ross@ngb.army.mil).

/s/

GARY S. OWENS

COL, NGB

Chief, ARNG Staff Management  
Office

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